



English as a Second Language (ESL) Institute Frequently Asked Questions

Who should take ESL Institute classes?

The ESL Institute offers noncredit English classes for the community. Classes include instruction and opportunities to practice listening, speaking, reading and writing in English.

Taking ESL classes will help you achieve these goals:

- Learn English for everyday situations like talking to a doctor, applying for a job or shopping
- Take the GED/HiSET test, but your proficiency is too low to start
- Go to college, but your English proficiency is too low to start

What is the difference between credit and noncredit ESL?

Credit ESL classes at CCP are part of the ESL Unit. You gain college credit from these classes, although the credits do not count toward your degree

- Classes focus on academic English to prepare you for regular college classes
- Require an intermediate English proficiency level
- Contact Talar Kaloustian, assistant chair of the ESL Unit, tkaloustian@ccp.edu

Noncredit ESL classes at CCP are part of the ESL Institute. You gain no college credit from these classes, but ESL Institute students are still a part of the CCP community and have access to CCP's student support systems.

- Classes focus on community (or "survival") English
- Require a beginning English proficiency level
- Contact AdultLiteracy@ccp.edu
Office Hours: Monday – Friday
8:30 a.m. – 5 p.m.

What are the class levels?

- ESL Intro – Low Beginner
- ESL I – Beginner
- ESL II – Low Intermediate
- ESL III – High Intermediate
- American Idioms – ONLY available to students who complete ESL III

What is the cost of the class and textbooks?

The class fee is \$80, including textbooks (American Idioms costs \$100).

After you are registered for class, you can pay online with a credit card or in person with cash or a check. To pay in person, visit Student Tuition Services on Main Campus at 1700 Spring Garden Street.

What are the class hours?

- 75 instructional hours per semester
- Mornings, afternoons and evenings available for all levels
 - Monday/Wednesday/Friday or Tuesday/Thursday schedule

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Scan this QR code to visit the ESL Institute's page to learn more and view it translated.

How do I register for class? / What is the registration process?

New students:

1. Attend an information session (optional). The signup link can be found on our website.
2. Sign up for the online placement test. The signup link can be found on our website. Make sure your email is typed correctly or you will not receive the test link.
3. Take the placement test at your scheduled time. You will receive an email with the test form about 15 minutes before the start time.
4. Instructors grade the tests. It can take a few weeks to complete grading. Please be patient; we receive hundreds of tests!
5. You will receive an email with your proficiency level and a link to register for CCP classes. Click on the link, input your information and choose the class days/times you prefer.
 - Registration is first-come, first-served, so you should register as soon as possible after receiving this email!
 - Be sure to type your information completely and correctly. Errors in your information may cause delays in processing and result in losing a seat in your preferred class.
6. The Office of Student Records and Registration creates your student profile and officially registers you for class. This can take several days.
7. You will receive an email welcoming you to the College. The email includes a link to pay for your class. You can pay online with a credit card or in person with cash or a check.

Returning Students:

1. You do not need to re-take the placement test if you completed the test in the last year.
2. You need an 80% or higher on the test to move to the next level.
3. To access the registration form for returning students, please email AdultLiteracy@ccp.edu.

How does the placement test work, and what is on it?

The placement test is a Google Form. You will receive a link to the test in an email about 15 minutes before your scheduled test time. The test takes a little over an hour.

The test has two sections:

1. Grammar: 45 minutes | 50 questions | Multiple choice
2. Writing: 20 minutes | 1 question | Write about a picture set

Are classes online or in person? Where are in-person classes?

You can choose to take a class completely online or completely in person. Space for in-person classes is limited, so register early.

In-person classes are at the Northeast Regional Center (12901 Townsend Road, Philadelphia, PA 19154) or the Northwest Regional Center (1300 W. Godfrey Avenue, Philadelphia, PA 19141).

What other resources are available?

- Free laptop loans and WiFi hot spot loans
- Tutoring
- Library access
- CCP Cares student support team

How do I contact the program?

Website: ccp.edu/esl-institute

- In person: 1700 Spring Garden Street, Winnet Building, Room S3-03, Philadelphia, PA 19130
- Office Hours: Monday – Friday, 8:30 a.m. – 5 p.m.

Email/Phone:

- Main: AdultLiteracy@ccp.edu, 215-751-8531
- Gretchen Spencer, Manager, Adult and Community Education: gspencer@ccp.edu, 215-751-8371
- Sarah Maguire, Executive Director, Division of Access and Community Engagement: smaguire@ccp.edu, 215-751-8250



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